

## Cash Management Log

DAY- \_\_\_\_\_ DATE - \_\_\_\_/\_\_\_\_/\_\_\_\_

## SAFE COUNT

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE: 6:50	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME									12	730
\$0.01									12	28
\$0.05									6	8
\$0.10									100	35
\$0.25									100	200
\$1.00									192	184
\$2.00									8	8
\$5.00									205	740
\$10.00									110	110
\$20.00									580	500
OTHER \$'s									8	8
Total Change Fund									1805	1805
# Tills/Total \$									10	40
# Till Drops									10	110
Cust. Recov. Cert.									23	18
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags									83	46
Comments:										

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
160934	Bj	33580279	JW	8:30
		33580280		

## PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS
CC WITNESS (mandatory)	
TIME	
DROP BAG #S:	

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

**Cash Management Log****STORE COMMUNICATIONS**

DAY -

DATE -

**REGISTER 1 TOP**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 1 BOTTOM**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 2 TOP**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 2 BOTTOM**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 3 TOP**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 3 BOTTOM**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 4 TOP**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 4 BOTTOM**

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**Cash Management Log**

DAY- \_\_\_\_\_ DATE - \_\_\_\_/\_\_\_\_/\_\_\_\_

**SAFE COUNT**

NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

**Report Store Operating Funds**

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

*Attach validated deposit slip/courier slip and deposit bag receipt to this sheet***DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller:		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

**PARTNER TILL AUDIT #1**

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #2**

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #3**

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

**PARTNER TIP DROP LOG**

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME

**DM VERIFICATION**

DM Signature:	Date Reviewed:
Comments:	

**PARTNER TIP REMOVAL (weekly)**

PARTNER #	INITIALS
CC WITNESS (mandatory)	TIME
DROP BAG #S:	

\*Witness on tip drop removals must be the scheduled cash controller.



## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE: Till is short opening fund when CC counts down drawer after final use.****Possible Causes:**

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

**Solution:**

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.*

**ISSUE: Unassigned till is over opening funds.****Possible Causes:**

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

**Solution:**

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.**

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

**Solution:**

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.**

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

**Solution:**

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

**ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.****Possible Causes:**

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

**Solution:**

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

**NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

**ISSUE: Consolidated till drop bag funds do not match MWS deposit total:****Possible Cause:**

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

**Solution:**

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

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Week 7  
Nov 15 - 21

**Cash Management Log Policies, Standards & Procedures**

The Cash Management Log must be completed each day. Print legibly and complete in pen.  
Store operating funds and tip funds must be secured at all times.

**Till Drop Procedure (Cash Controller):**

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

**Final Use Till Count Procedure (Cash Controller):**

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

**Safe Count Procedure (Cash Controller):**

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

**Deposit Log (Cash Controller):**

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

**Deposit Prep Section Procedure:**

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

**Deposit to Bank Section Procedure:**

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

**Till Audit Procedure (Store Manager):**

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

**Report Store Operating Funds Procedure (Store Manager):**

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

**Tip Drop Procedure (all partners):**

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

**Tip Drop Removal Procedure**

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

**Accountability and Duty to Report**

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

STAR\_MARSHALL0001277

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

Monday

DATE -

11/15/10

(-2.62)

~~11/15/10~~

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
yer	59441871	CS	7PM

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
7209 S	59441879	CS	7PM

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
WJORKA	59441863	CS	7:25 PM
Liz	59441871	CS	7PM

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Beth	59441887	CS	7:50

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$92.91  
DO NOT DISCARD UPON REMOVAL DATE: 11/16/10  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602939



### My Transaction Summary

\*\*\*\*\*

Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.  
Hudson Street, Branch 000243  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
11/17/2010 13:29

Business Date 11/17/2010  
Session #33

Thank you - Milay  
Cashbox #04

**RATES**  
**MORE**  
**REWARDS**  
**BIGGER**  
**DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

**CHASE CHECKING CUSTOMER**  
TALK TO A BANKER TODAY OR  
VISIT [CHASE.COM/EXCLUSIVES](http://CHASE.COM/EXCLUSIVES)

Restrictions and limitations apply.  
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING  
**CHASEEXCLUSIVES<sup>SM</sup>**

**BETTER**  
**RATES**  
**MORE**  
**REWARDS**  
**BIGGER**  
**DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

**CHASE CHECKING CUSTOMER**  
TALK TO A BANKER TODAY OR  
VISIT [CHASE.COM/EXCLUSIVES](http://CHASE.COM/EXCLUSIVES)

**TranSource**

DATE \_\_\_\_\_

**DEPOSIT TICKET**

DOLLARS CENTS

CURRENCY 495

COIN 51

CHECKS LIST EACH SEPARATELY

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY *SA*

DEPOSIT VERIFIED BY *SA*

PRINT NAME *Serinity Marshall*

DEPOSIT BAG #

**TOTAL** 495 51

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

**TO REORDER**  
CALL 1-888-750-4343  
AND REFERENCE  
ORDER #ZYBY1304

**TOTAL ITEMS** 1

RECEIVED FROM THE FOLLOWING: 1. 495 51  
2. 51  
3. 51  
4. 51  
5. 51  
6. 51  
7. 51  
8. 51  
9. 51  
10. 51  
11. 51  
12. 51  
13. 51  
14. 51  
15. 51  
16. 51  
17. 51  
18. 51  
19. 51  
20. 51

**DEPOSIT TICKET**

STARBUCKS COFFEE COMPANY  
STORE #11649  
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15602010221 777 705 151

495 51

**Transource**

DATE \_\_\_\_\_

**DEPOSIT TICKET**

CURRENCY	DOLLARS	CENTS
495		51
COIN		
CHECKS		
LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY *[Signature]*

DEPOSIT VERIFIED BY *[Signature]*

PRINT NAME *Seventy Marshall*

DEPOSIT BAG # *[Blank]*

**TOTAL** 495.51

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

**TO REORDER**  
CALL 1-888-750-4545  
AND REFERENCE  
ORDER #ZYBY1304

**TOTAL ITEMS** 1

**DEPOSIT TICKET**

STARBUCKS COFFEE COMPANY  
STORE #11649  
346 HUDSON ST

JPMORGAN CHASE BANK

11649 05602010221 7771705151

495.51



## Cash Management Log

DAY: Monday DATE: 11/15/10

## SAFE COUNT

NAME	OPEN: <u>D 1024</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>6:15010</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:00 PM</u>	<u>12:40</u>					<u>1 PM</u>	<u>3 PM</u>		
\$0.01	<u>28</u>	<u>22</u>					<u>22</u>	<u>21</u>		
\$0.05	<u>8</u>	<u>6</u>					<u>6</u>	<u>42</u>		
\$0.10	<u>35</u>	<u>30</u>					<u>30</u>	<u>165</u>		
\$0.25	<u>200</u>	<u>120</u>					<u>120</u>	<u>105</u>		
\$1.00	<u>184</u>	<u>178</u>					<u>178</u>	<u>245</u>		
\$2.00	<u>0</u>	<u>0</u>					<u>0</u>	<u>0</u>		
\$5.00	<u>2910</u>	<u>225</u>					<u>225</u>	<u>610</u>		
\$10.00	<u>110</u>	<u>100</u>					<u>100</u>	<u>140</u>		
\$20.00	<u>500</u>	<u>1020</u>					<u>1040</u>	<u>260</u>		
OTHER \$'s	<u>0</u>	<u>1100</u>					<u>100</u>	<u>0</u>		
Total Change Fund	<u>1805</u>	<u>1801</u>					<u>1821</u>	<u>1820</u>		
# Tills/Total \$	<u>4000</u>	<u>open</u>					<u>4000</u>	<u>4020</u>		
# Till Drops	<u>18</u>	<u>28</u>					<u>28</u>	<u>170</u>		
Cust. Recov. Cert.	<u>18</u>	<u>18</u>					<u>18</u>	<u>18</u>		
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>0</u>	<u>0</u>					<u>0</u>	<u>100</u>		
Comments:										

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:			

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>16093414</u>	<u>By</u>	<u>33580282</u>	<u>gm</u>	<u>8:30</u>

## PARTNER TIP REMOVAL (weekly)

PARTNER #:	<u>1335242</u>	INITIALS:	<u>LB</u>
CC WITNESS (mandatory):	<u>GM</u>	TIME:	<u>8:30</u>
DROPPED BAG #S:			
<u>33580280</u>			
<u>33580279</u>			
<u>33580271</u>			
<u>33580274</u>			
<u>33580277</u>			
<u>33580272</u>			

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

DATE -

KN (-27.93)

T O/S (-29.33)

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Moyle	59441891	MB	12:00 PM
100y	59441951	MB	1:30

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59441901	MB	5 PM

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
12	59441889	MB	12:00 PM
Nicole	59441889	MB	3:30 PM
Iselle	59441889	MB	1:30

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
KM	59441889	MB	8 PM

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2839.12  
DO NOT DISCARD UPON REMOVAL DATE: 11/6/10  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602940

### My Transaction Summary

Further review may result in delayed availability of this deposit

Business Date 11/17/2010  
Session #33

Thank you - Milay  
Cashbox #04



Restrictions and limits apply.  
JPMorgan Chase Bank, N.A.

INTRODUCING  
**CHASE EXCLUSIVES<sup>SM</sup>**

**BETTER  
RATES**

**MORE  
REWARDS**

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DISCOUNTS**

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**BETTER  
RATES**

**MORE  
REWARDS**

**BIGGER**

nSource®

DATE 11/16/10

**DEPOSIT TICKET**

	DOLLARS	CENTS
CURRENCY	2839	
COIN		12
CHECKS	LIST EACH SEPARATELY	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]  
 DEPOSIT VERIFIED BY [Signature]  
 PRINT NAME NIA  
 DEPOSIT BAG #

**TOTAL** 2839 . 12  
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER  
 CALL 1-888-79-4545  
 AND REFERENCE  
 ORDER #ZYV1304

**DEPOSIT TICKET**

STARBUCKS COFFEE COMPANY  
 STORE #11649  
 345 HUDSON ST  
 JPMORGAN CHASE BANK

11649 1560201022 777170515


\$ 2839.12

CHECKS AND OTHER ITEMS ARE  
 SUBJECT TO THE FOLLOWING:  
 TO THE PROVISIONS OF THE BANK  
 AND ANY APPLICABLE COLLECTION  
 AND CREDIT POLICIES. ALL  
 ITEMS MUST BE AVAILABLE FOR  
 IMMEDIATE DEPOSIT.

Source

DATE 11/16/10


**DEPOSIT TICKET**


 **STARBUCKS COFFEE COMPANY**  
STORE #11649  
345 HUDSON ST


**JPMORGAN CHASE BANK**

11649 5602010221 777170515

	DOLLARS	CENTS
CURRENCY	2839	12
COIN		
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY 


DEPOSIT VERIFIED BY 

PRINT NAME 

DEPOSIT BAG #

**TOTAL** 2839 + 12

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

 283912

**DEPOSIT TICKET**

TO REORDER  
CALL 1-888-750-4345  
AND REFERENCE  
ORDER #ZYBY1304

**TOTAL** 2839  
**REMS** 12

CHIPS AND OTHER ITEMS ARE NOT FOR DEPOSIT. THIS TICKET IS NOT VALID FOR DEPOSIT OF CASH, COIN, CHECKS, OR OTHER ITEMS. IF YOU HAVE A QUESTION, PLEASE CALL 1-888-750-4345.

## Cash Management Log

DAY: TUE DATE:      /      /     

## SAFE COUNT

NAME	OPEN: <u>11:00</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>4:50</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>7:45 AM</u>	<u>3:45 PM</u>			<u>3 PM</u>	<u>7:30</u>
\$0.01	<u>91</u>	<u>16</u>			<u>16</u>	<u>3</u>
\$0.05	<u>42</u>	<u>48</u>			<u>40</u>	<u>30</u>
\$0.10	<u>105</u>	<u>95</u>			<u>95</u>	<u>70</u>
\$0.25	<u>210</u>	<u>200</u>			<u>200</u>	<u>150</u>
\$1.00	<u>218</u>	<u>270</u>			<u>270</u>	<u>270</u>
\$2.00	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>60</u>	<u>270</u>			<u>270</u>	<u>110</u>
\$10.00	<u>140</u>	<u>190</u>			<u>190</u>	<u>240</u>
\$20.00	<u>360</u>	<u>780</u>			<u>780</u>	<u>920</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>826</u>	<u>1801</u>			<u>1801</u>	<u>1801</u>
# Tills/Total \$	<u>42200</u>	<u>active</u>			<u>active</u>	<u>962</u>
# Till Drops	<u>18</u>	<u>26</u>			<u>110</u>	<u>40</u>
Cust. Recov. Cert.	<u>18</u>	<u>18</u>			<u>18</u>	<u>18</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>40</u>	<u>26</u>			<u>0</u>	<u>Y/N</u>
Comments:						

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>1689419</u>	<u>T.S</u>	<u>33580281</u>	<u>JP</u>	<u>8:10</u>
<u>1689419</u>	<u>T.S</u>	<u>33580283</u>	<u>JP</u>	<u>8:11</u>

## PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CC WITNESS (mandatory):		
DROP BAG #S:		

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	



## Cash Management Log

## STORE COMMUNICATIONS

DAY -

TUES

DATE -

11/17/10

T O / S + 2

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	5944239	NS	7:54A
Liz	59444715	SW	12:39p
Serenity	5944188	2	

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
KIM		W	7:50A

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nora	5944177	AB	11:30A
Uer	59441923	CA	5:10P

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
ROY	5944188	W	1:30

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CONFIDENTIAL

STAR MARSHALL0001292

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 33068  
DO NOT DISCARD UPON REMOVAL DATE: 11/12/10  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602942

### My Transaction Summary

Further review may result in delayed availability of this deposit

Business Date 11/17/2010  
Session #33

Thank you - Milay  
Cashbox #04

**BIGGER  
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A

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**MORE  
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**BIGGER  
DISCOUNTS**

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**BETTER  
RATES**

Trade Source®

DATE: 4/11/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	3320	
COIN		68
CHECKS	LIST EACH SEPARATELY	
1		
2		
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17		
18		
19		
20		

DEPOSIT PREPARED BY: SN

DEPOSIT VERIFIED BY: SN

PRINT NAME: Seventy

DEPOSIT BAG # 127602942

TOTAL 3320 68

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

TO REORDER  
CALL 1-888-756-4345  
AND REFERENCE  
ORDER #ZYBY1304

ITEMS TOTAL 4

RECORD AND OTHER ITEMS ARE  
RETURNED TO THE PERSON OF THE USE  
TO THE PERSON OF THE USE  
ANY APPLICABLE COLLECTION  
IN AVAILABLE FOR RETURN

STARBUCKS COFFEE COMPANY  
STORE #11649  
345 HUDSON ST

JPMORGAN CHASE BANK

332068

DEPOSIT TICKET



STAR\_MARSHALL0001297

# Cash Management Log

DAY- WED DATE - 11/17/10

## SAFE COUNT

NAME	OPEN: <u>NORRAN</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>Biselle</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:45am</u>	<u>10:30am</u>							<u>1:15pm</u>	<u>7pm</u>
\$0.01	<u>13</u>	<u>20</u>							<u>20</u>	<u>18</u>
\$0.05	<u>28</u>	<u>28</u>							<u>28</u>	<u>20</u>
\$0.10	<u>30</u>	<u>10</u>							<u>110</u>	<u>85</u>
\$0.25	<u>150</u>	<u>330</u>							<u>330</u>	<u>200</u>
\$1.00	<u>210</u>	<u>223</u>							<u>223</u>	<u>213</u>
\$2.00	<u>48</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>290</u>	<u>900</u>							<u>900</u>	<u>785</u>
\$10.00	<u>920</u>	<u>50</u>							<u>50</u>	<u>190</u>
\$20.00	<u>0</u>	<u>40</u>							<u>40</u>	<u>140</u>
OTHER \$'s	<u>1000</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1801</u>	<u>1701</u>							<u>1701</u>	<u>1701</u>
# Tills/Total \$	<u>4000</u>	<u>active</u>							<u>active</u>	<u>4000</u>
# Tili Drops	<u>48</u>	<u>48</u>							<u>48</u>	<u>48</u>
Cust. Recov. Cert.	<u>18</u>	<u>48</u>							<u>18</u>	<u>18</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>40</u>	<u>38</u>							<u>38</u>	<u>40</u>
Comments:										

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:		Time to Bank:	
Deposit Bag #:		Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:		Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>1570473</u>	<u>[Signature]</u>	<u>33580684</u>	<u>[Signature]</u>	<u>8pm</u>

## PARTNER TIP REMOVAL (weekly)

PARTNER #		INITIALS	
CC WITNESS (mandatory)		TIME	
DROP BAG #S:			

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

## STORE COMMUNICATIONS

DAY -

THURSDAY

DATE -

11/18/10

you have NO  
Mocha 1/1

have a good

T O/S (-13.41)  
BS (-7.88)Gusto  
do void 1/14

Day

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	5941905	AB	12:00 PM
KIM	5944945	AB	6:44 PM

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	59441901	AB	3:15 PM
Troy Jr	5944194	AB	8:00 PM

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Maria	59441909	AB	7:00 PM
Jer	59441911	AB	6:44 PM

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Lashay	59441907	AB	12:00 PM
Bea	5944193	AB	1:30 PM

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHAS

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit [chase.com/exclusives](http://chase.com/exclusives) or talk to a banker today!

My Transaction Summary

\*\*\*\*\*

CHASE

Transaction #116  
Account Number Ending In: 0515  
Checking Deposit \$2,929.45  
Cash Amount \$2,929.45

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.  
Hudson Street, Branch 000243  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
11/18/2010 13:26

Business Date 11/18/2010  
Session #49

5EO

Thank you - Carlos  
Cashbox #01

**MORE  
REWARDS**

**BIGGER  
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A  
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**TranSource**

DATE 11

**DEPOSIT TICKET**

	DOLLARS	CENTS
CURRENCY	21	30
COIN		45
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY NIA

PRINT NAME Scherly

DEPOSIT BAG # 121602943

TOTAL 2930 45

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

**TOTAL ITEMS** 4

TO REORDER  
CALL 1.888.750.4545  
AND REFERENCE  
ORDER #ZYBY1904

**DEPOSIT TICKET**

STARBUCKS COFFEE COMPANY  
STORE #11649  
346 HUDSON ST

JPMORGAN CHASE BANK

11649  
5602010221  
777170515

\$ 2930.45

CHECKS AND OTHER ITEMS ARE  
RECEIVED FOR DEPOSIT SUBJECT  
TO THE FOLLOWING CONDITIONS:  
1. ALL CHECKS MUST BE  
PROPERLY ENDORSED.  
2. ALL CHECKS MUST BE  
PAID BY THE ISSUING BANK.  
3. ALL CHECKS MUST BE  
MADE OUT TO THE  
CASHIER'S NAME.  
4. ALL CHECKS MUST BE  
MADE OUT FOR THE  
AMOUNT OF THE  
DEPOSIT.

**TransSource**

DATE 11/11/11

**DEPOSIT TICKET**

CURRENCY		DOLLARS	CENTS
		21	50
COIN			
CHECKS			
1			
2			
3			
4			
5			
6			
7			
8			
9			
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17			
18			
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20			

DEPOSIT PREPARED BY SA

DEPOSIT VERIFIED BY NH

PRINT NAME S. Cherry

DEPOSIT BAG # 121602940

**TOTAL** 29307.50

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

**DEPOSIT TICKET**

TO REORDER  
CALL 1-888-766-4545  
AND REFERENCE  
ORDER #ZYBY1304

**TOTAL ITEMS** 1

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY  
STORE #11649  
345 JOHNSON ST  
JPMORGAN CHASE BANK

11/11/11 15:56:20 10222  
PP7170515

29307.50

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2930.45  
DO NOT DISCARD UPON REMOVAL DATE: 11/18/10  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602943

## Cash Management Log

DAY: Thursday DATE: 11/18/10

## SAFE COUNT

NAME	OPEN: <u>11/18/10</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>11/18/10</u>					
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>7:00 AM</u>	<u>11:00 AM</u>							<u>2:00 PM</u>	<u>7:30 PM</u>
\$0.01	<u>10</u>	<u>23</u>							<u>23</u>	<u>22</u>
\$0.05	<u>20</u>	<u>18</u>							<u>18</u>	<u>14</u>
\$0.10	<u>85</u>	<u>90</u>							<u>70</u>	<u>50</u>
\$0.25	<u>290</u>	<u>330</u>							<u>330</u>	<u>310</u>
\$1.00	<u>253</u>	<u>205</u>							<u>205</u>	<u>185</u>
\$2.00	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>785</u>	<u>1155</u>							<u>1155</u>	<u>1200</u>
\$10.00	<u>110</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$20.00	<u>140</u>	<u>0</u>							<u>0</u>	<u>20</u>
OTHER \$'s	<u>0</u>	<u>0</u>							<u>0</u>	<u>0</u>
Total Change Fund	<u>1701</u>	<u>1801</u>							<u>1801</u>	<u>1800</u>
# Tills/Total \$	<u>4000</u>	<u>0000</u>							<u>0000</u>	<u>0000</u>
# Till Drops	<u>15</u>	<u>35</u>							<u>35</u>	<u>270</u>
Cust. Recov. Cert.	<u>18</u>	<u>18</u>							<u>18</u>	<u>18</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>40</u>	<u>40</u>							<u>40</u>	<u>260</u>
Comments:										

## Report Store Operating Funds

Signature: \_\_\_\_\_

\$ Amount Entered: \_\_\_\_\_

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

## DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller	Taken By Cash Controller:
Preparing Deposit:	Date to Bank:
Start Time:	Time to Bank:
Deposit Bag #:	Deposit Bag #:
Deposit Witness:	Banking Witness:
Deposit \$:	Bank Validated \$:
Completion Time:	Bank Validation Time:
Change Order \$:	Change \$ Received:
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

## PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

## PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

## PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

## PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>1609344</u>	<u>BJ</u>	<u>33500285</u>	<u>[Signature]</u>	<u>8:30 AM</u>
		<u>33500286</u>		

## PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
<u>1609344</u>	<u>BJ</u>	<u>8:30 AM</u>
CC WITNESS (mandatory)		
DROP BAG #S:		

\*Witness on tip drop removals must be the scheduled cash controller.

## DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	



## Cash Management Log

## STORE COMMUNICATIONS

DAY -

DATE -

T 0/5 (-37.75) ~~no drop bag~~L12 (-131.76) (-\$39) another shortage after  
count

## REGISTER 1 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy <del>6:00</del>	59441851 <del>59441855</del>	NB <del>NB</del>	6:19 <del>6:19</del>

## REGISTER 1 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nicola	59441861	7PM NB	

## REGISTER 2 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Yel	59441853	NB	NB

## REGISTER 2 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
L12	59441917	NB	6:19

## REGISTER 3 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 3 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 TOP

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

## REGISTER 4 BOTTOM

## TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2519.33  
DO NOT DISCARD UPON REMOVAL DATE: 11/22/10  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602944

### My Transaction Summary

Thank you - Yolanda  
Cashbox #10 -